

ACADEMIC REPS

the voice of students

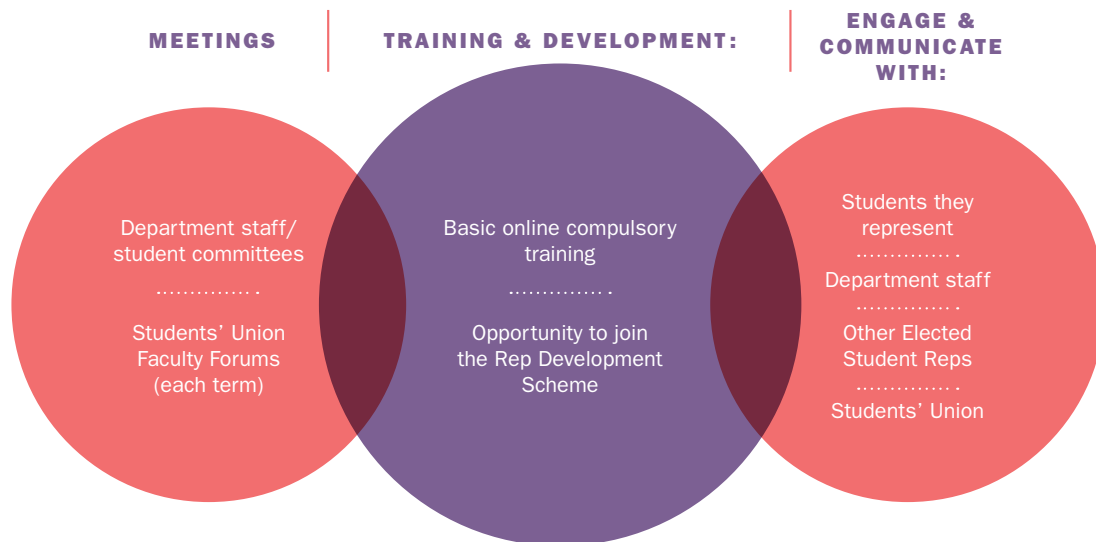
www.lusu.co.uk/reps

“ Being a rep has been an amazing experience over the last few months. The RDS training sessions have really been interactive, informative and helpful in training me for the responsibilities I have to face. ”

Lancaster
University



LUSU



After being appointed officially on your course:

- Register as an official rep on the database – www.lusu.co.uk/reps
- Complete basic online training
- Attend department meetings and Union faculty forums
- Fulfil the expectations of the reps 'role description' (see below)
- Complete the reps exit survey

If the above are completed satisfactorily then reps will have their role acknowledged on their transcript.

ROLE DESCRIPTION:

Agreed by University Senate

The primary role of a Departmental Academic Rep is to collate and feed back the views of the students they are elected to represent to both the University and Students' Union. During the year you will meet with other Academic Representatives and staff within departments, discuss any issues and changes affecting students, and then ensure that outcomes and any actions and developments are fed back to students on their course.

Term of Office: One academic year based on your programme.

Time Commitment: You must engage with Academic Representative Training and attend Departmental Staff-Student Committees and Students' Union Faculty Forum meetings. How long you spend on your role depends on your time available and the needs of those you represent. (Bronze reps about 10 hours per term)

Core Responsibilities:

- Seek out the views and opinions of all students on your course on matters affecting their educational experiences, using a variety of different communication methods
- Liaise with other Reps to gain support and share thoughts and ideas
- Engage with and represent the views and opinions of students on your course in the first instance by attending Departmental Staff-Student Committees and other meetings as appropriate.
- Feedback and discuss issues raised at Staff-Student Committees with your fellow students.
- To attend Students' Union Faculty Forums and bring unresolved or higher level issues to these meetings.
- To engage with training to ensure you are prepared to successfully undertake your role.
- Promote yourself and your role effectively to students on your course, ensuring that they are aware of the support you offer.
- It is not your responsibility to deal with individual and personal issues. Students should be directed to their academic tutors, LUSU Advice & Support or University Student Support Services

Additional opportunities are offered to all reps via the Rep Development Scheme.



REP DEVELOPMENT SCHEME (RDS)

The Bronze Training is compulsory for all Academic Reps in order to have their role recorded on University transcripts. Silver, Gold and Platinum level accreditation is also available on Scheme. It is provided by the Students' Union and offers reps additional opportunities to develop skills, increase employability and improve the quality of feedback to the University.

The scheme is free and is made of 5 components:

SKILLS DEVELOPMENT SESSIONS:



Free and facilitated 1 hour training sessions to help reps develop transferable skills and experiences, making you more effective in your role and increasing your employability.

STUDENT VOICE VOLUNTEER AND RESEARCH:



Volunteer opportunities for reps to get out and speak to students and gain feedback, this project develops useful research and data about student experiences which can be used by reps, and the university. Takes place every 2 weeks during term time.

STUDENT LED FACULTY FORUMS:



Meetings of all the reps within a faculty that allow them to share ideas, discuss student issues, explore best practice and consider how to respond to trends as they develop. They also allow the reps to be informed about key issues that they may wish to share with their department or students. Takes place twice a term.

REGULAR REPORTS:



Reports allowing the reps to reflect on the work they have undertaken each term, providing useful information about what is happening at department level within each Faculty. Allowing best practice as well as common problems to be identified and dealt with more appropriately.

EXIT SURVEY:



Reps are required to complete a survey to reflect on the representation system, both within department and the Union; suggesting any improvement that could be made or information that may help future reps. This is done at the end of the academic year and must occur for reps to have their role recorded on their transcripts.

	BASIC TRAINING	DUTIES IN DEPARTMENT	EXIT SURVEY	FACULTY FORUM ATTENDANCE	SKILLS DEVELOPMENT SESSIONS	VOLUNTEER HOURS : STUDENT VOICE	REPORTS
BRONZE	✓	✓	✓	✓	OPTIONAL	OPTIONAL	OPTIONAL
SILVER	✓ COMPLETED BRONZE	✓	✓	✓ 3	✓ 3	✓ 5	✓
GOLD	✓ COMPLETED SILVER	✓	✓	✓ 5	✓ 5	✓ 10	✓ 3
PLATINUM	COMPLETED GOLD LAST YEAR	✓	✓	✓ 3	Bespoke management & facilitation experience designed to suit you		

BACKPACK



Reps can use their role to collected badges as part of the Backpack. The more you engage with RDS the more badges you can get.

For more info: badgebackpack.lancaster.ac.uk

LANCASTER AWARD



Reps who obtain Silver or Gold level as part of the Rep Development Scheme can use their role as the 'Campus Activity' for the Lancaster Award.

For more info about the award see www.lancaster.ac.uk/lancaster-award

“ I had student voice today and had a great time! I don't think I would have signed up / participated in SV if it hadn't been for the rep development scheme, or ever discovered how good an experience it is. ”

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